

## **Public Service Commission**

### **Promotion of officers in grade II of Sri Lanka Accountants' Service to grade I**

01. Promotion to Grade I shall be made under Para. 20.1.2 as per the interim provisions of the revised minute of the Accountants' Service No. 1670/33 dated 10.09.2010.
02. Qualifications to be fulfilled for promotion to Grade I and the method of promotion
  - (a) Shall have completed a satisfactory service period of five (05) years immediately preceding the date on which the officer is due to be qualified for promotion and earned all the salary increments on prescribed dates.
  - (b) Shall have not been subjected to disciplinary punishment for an offence committed during the period of five (05) years immediately preceding the date on which the officer is due to be qualified for promotion.
  - (c) The officers who satisfy the qualifications shall be interviewed and promoted.
03. The officers who have satisfied the qualifications shall send the applications perfected in accordance with the attached specimen through Secretaries of Ministries, Heads of Departments to the Secretary, Ministry of Public Administration and Management before 31.01.2017. Under no circumstance, applications sent after the above date shall be accepted and applications, which are incomplete and with false information, shall be rejected.
04. The officers who have served up to the date of qualifying for promotion and satisfied the qualifications indicated in Para. 02 above may apply for these promotions, even if they are already retired from service.

Applications can be downloaded from [www.pubad.gov.lk](http://www.pubad.gov.lk)

On the order of Public Service Commission,

Date: 07.12.2016

J.J. Rathnasiri

Secretary

Ministry of Public Administration and Management

Application for Promotion of Officers in Grade II of Sri Lanka Accountants' Service to Grade I

For official use only.

Application No.

F

**Part (a) – To be filled by the officer**

1. Name:
  - 1.1 Full name:
  - 1.2 Name indicated in the letter of appointment:
2. National Identity Card No:
3. Date of birth:
4. Personal address:
5. Telephone No – 5.1 Home: 5.2 Mobile:
6. 6.1 Post:  
(Post held at present/post held at the time of retirement, if already retired)  
6.2 Date of retirement, if already retired:
7. Ministry/Department:
8. Office address:
9. 9.1 Officer telephone No:  
9.2 Officer fax No:
10. Date of appointment/ promotion:
  - 10.1 Date of appointment to Grade III of S.L.Ac.S.:
  - 10.2 Date of appointment to Grade II of S.L.Ac.S.:  
(Certified copy of the letter of promotion to Grade II shall be attached numbering it as 10.2)
11. Periods of absence from service and deduction of the periods of service due to disciplinary punishments:
  - 11.1 Deduction of the periods of service due to obtaining leave (Fill only if relevant)

Serial No.	Conditions relevant to approval of leave	Period		Number of days deducted from the service		
		From	To	Years	Months	Days
I.	V:2.5.4 of the Establishments Code					
II.	XII: 16 of the Establishments Code					
III.	XII: 36 of the Establishments Code					
IV.	Management Services Circular No. 33					
V.	Management Services Circular 01/2016					
VI.	Other no-pay leave					
	Total number of days deducted from the service					

(The certified copies of the letters of approving leave shall be numbered in relation to the matter as 11.1.I, 11.1.II, 11.1.III and attached)

11.2 Deduction of the periods of service (Fill only if relevant)

Disciplinary decision	Duration in which the offence has been committed as per charge sheet	Number of days deducted from the service		
		Years	Months	Days
I. Deferment of .....salary increments				
II. Other				
Total number of days deducted from the service				

(The certified copies of the disciplinary decisions shall be numbered in relation to the matter as 11.2.I, 11.2.II and attached)

11.3 Sub total of 11.1 and 11.2 : .....Years .....Months ..... Days

12. Shall have earned salary increments during five years the immediately preceding the date of promotion:

12.3 The officer has earned\*/ not earned\*all the salary increments during the 05 years\*\* immediately preceding.

\*(Delete the words inapplicable)

12.2 If the salary increments have not been earned during the 05 years immediately preceding the date of qualifying for promotion, the date of qualifying for promotion shall be calculated again up to the date of earning the 05 salary increments.

Accordingly, the date of qualifying\*\*:

\*\* (Certified copies of the five (05) increment certificate forms shall be attached numbering from 12.1 to 12.5)

13. Shall have not been subjected to any disciplinary punishment during the 05 years immediately preceding the date of qualifying for promotion.

13.3 The officer has not been subjected to any disciplinary punishment during the 05 years immediately preceding the date of qualifying for promotion, in accordance with the file. (This shall be certified by the Head of the Department through a written statement. – Under Part “B” of the application)

13.4 If the officer has been subjected to a disciplinary punishment during the period indicated in 13.1 and it is mentioned under 11.2 and if the date of promotion is revised accordingly, indicate the date

13.5 If the date of qualifying for promotion is revised as per 12.2 and 13.2, the new revised date

14. Date of passing the second efficiency bar examination:

15. Work and conduct as per the annual performance evaluation within the five years immediately preceding the date qualifying

The 05 years immediately preceding the year relevant to the date of qualifying as per 12 and 13 above shall be indicated in the first column of the table below. The certified copies of the 05 relevant performance reports shall be attached. The report which contains more than one alternative recommendations in the final evaluation of the performance report and which does not contain, the signature and official stamp of the officer will not be accepted.

Year	Final evaluation				The relevant officer has/ has not placed the signature
	Excellent	Above average	Satisfactory	Unsatisfactory	

Every column and row shall be perfected as per the performance report of each year.

16. Particulars of the qualifications as per Schedule 05\*:

Serial No.	Certificate	Institution	Valid date
01			
02			
03			
04			

(\*Not applicable for those who are promoted under the interim provisions)

17. The application containing the accurate and complete information from No. 1 to 16 above and the certified copies of all the documents, which were requested to attach, are hereby submitted **compiling them as a file numbering them in the order** and indicating the number relevant to the matter on the top right and corner of each document.

Date:

Signature of the applicant  
Designation and official stamp

**Part (B) – To be filled by the Head of the Department**

Secretary,

Ministry of Public Administration and Management/ Relevant Ministry

1. All the above particulars furnished by the officer are accurate.
2. The particulars relevant to No. 11, 12 and 13 have been compared with the file. I hereby certify that the particulars indicated are accurate and complete and the certified copies of all the documents are attached herewith.
3. Action is being taken to commence disciplinary activities against the officer or **disciplinary action is/ is not been taken**
  - 3.1 If the answer to the above is “yes”, date of committing the offence
  - 3.2 The date of issuing the charge sheet by the Disciplinary authority
4. Work/attendance/conduct of Mr. /Mrs. /Miss. ....are satisfactory. Further the officer’s performance, leadership, capability and the capacity to hold posts and responsibilities in relations to next promotion have been taken in to consideration. Accordingly, it is hereby recommended / Not Recommended \*\* to promote to officer to Grade I of SLAcS.
5. The application perfected accurately in every aspect and the file prepared attaching the certified copies of the relevant documents numbering them in the order and indicting the number relevant to the matter are sent herewith.

Date

Signature of the Head of the Department/  
Institution, Designation and Official Stamp

Note – Delete the words inappropriate.

**Part (C)** – To be filled by the Secretary of the relevant Ministry.

Secretary,

Ministry of Public Administration and Management

1. I agree/ do not agree with the recommendations of the Head of the Department/ Institution on the work and conduct of Mr./ Mrs/ Miss..... in Grade II of Sri Lanka Accountants Service.
2. I have evaluated the work/ conduct/ special skills and performance of the officer. I hereby recommend/ do not recommend\* promotion of Mr./ Mrs/ Miss..... to Grade I of Sri Lanka Accountants Service.  
(If not recommending, indicate the reason in brief)
  
6. The application perfected accurately in every aspect and the file prepared attaching the certified copies of the relevant documents numbering them in the order and indicating the number relevant to the matter are sent herewith.

Date

Secretary,

Ministry of .....

.....

Official Stamp